

Meeting of the Board of Library Trustees
Tuesday, February 10, 2015

Call to Order

Chair Heather Calvin (HC) called the meeting to order at 7:15. In attendance were trustees Katharine Fennelly (KF), Joyce Radochia (JR), and Adam Delmolino (AD). Also in attendance: Finance Committee liaisons John Deyst and Mary-Margaret Franclemont, Library Director Peter Struzziero (PS), and Assistant Director Andrea Nicolay (AN). Absent were Trustees Frank Murphy, Diane Gordon, and Barbara Muldoon.

FY2016 Budget Presentation to Finance Committee

AD thanked the Finance Committee for the FY15 budget on behalf of Trustees and presented the FY16 budget requests. Mr. Deyst noted the high children's circulation figures (9th place state-wide). Ms. Franclemont asked about technology staff at the high school; whether there is a comparable position to the position the Library is requesting. Ms. Franclemont anticipates that questions may arise as to why the Library does not use the Town's IT resources, even though it is understood by all concerned that the Library IT has always been separate from the Town IT. Mr. Deyst asked for further details regarding RFID and the rationale behind implementation, and suggested that the addition of the part time Adult Services/Technology librarian may be useful in accelerating that implementation process. At the request of the Finance Committee liaisons, a copy of the Powerpoint presentation will be provided by PS along with the accompanying notes.

January 2015 Meeting Minutes

The January meeting minutes were approved as amended. (KF/AD)

Communications

No communications.

Community Time

No members of the community present.

Director's Report

PS took time to address Trustee concerns regarding the January meeting. Board suggested changes for the Director's Report format: bring back "Plusses and Minuses" sections and/or highlights. PS further suggested a "last month's questions answered" section for the Director's Report and Board expressed support. AD asked for clarification on children's video game security, PS confirmed the issue has been remedied. As far as replacing games, PS spoke with the Children's Dept. and it was determined that not all games are worth replacing. Replacement funds will come from State Aid. PS read an HR statement regarding Union negotiations status in response to a Board inquiry from the January meeting. AD asked about the beehives, AN explained. KF relayed that Barbara Muldoon expressed interest in seeing a funding comparison of what is spent on age groups overall in terms of programming money. Board noted absence of circ stats for January; AN explained they were missing due to her vacation coinciding with the end of the month. January and February stats will be made available at the March meeting.

Master Plan Discussion

PS took time to review subcommittee work and talked with Ryan Livergood about the progress that has been made thus far. PS reviewed past Trustee meeting minutes and met with Trustees about the master plan progress. PS commented that the Aaron Cohen proposal was thoughtful and thorough and compared favorably with the other proposal on file. PS suggested next moves: hire firm, involve stakeholders, formalize the plan, and move away from the term "Master Plan" since Town is also doing a Master Plan. Perhaps call it the Reimagining Our Libraries plan or campaign? PS will turn to subcommittee to go about moving forward with plans and initiating reference checks. Board agreed to postpone discussion of further steps due to absence of three Trustees. AD recommended a general conversation with the firm, with no commitments.

Roles & Responsibilities

KF drafted a cooperative network chart based on the one FM distributed at a previous meeting. KF requests feedback be sent to PS; chart will be renamed Working Draft and then shared with all Trustees. Revision will be ready for next Trustees meeting. Once Board reaches agreement on document, it will be shared with Friends of Robbins and Friends of Fox for adoption. In the future, some version of chart may be adapted for public consumption. AD shared a memo of understanding that might be also be adapted for use with Friends groups.

Friends of Fox Update

PS spoke with Friends of Fox chair Hilary Rappaport regarding his ongoing exploration of the Reimagining Our Libraries campaign history, and the discussion was positive. AD volunteered to become Trustee liaison to the Friends of Fox. HC requested clarification regarding the Fox Saturday schedule.

Friends of Robbins Update

Books in Bloom tickets are on sale now; fundraiser will take place on Friday, February 27. Programs and concerts have been extremely well-attended.

Foundation Update

The Foundation meeting was snowed out; next meeting will take place on February 25.

Annual Report Update

For Trustees' information; no action necessary but feedback is welcome. PS also shared Budget Narrative. New staff position, if approved, will report to Head of Technology. Board inquired as to whether this possible change has implications for Head of Technology salary. More information to come.

Review of Contact Information

HC asked that Trustee/Library Admin contact information be distributed, and asked that Trustees check document for accuracy.

Unanticipated Items

Doug Heim has been invited to March meeting to discuss parameters and history of the Winfield Robbins Print Fund. This will be an opportunity to jot down questions which Board can then share w/ PS and discuss at a future meeting. "Presentation only" will be noted on the agenda.

Next Meeting

The next meeting will be on Tuesday, March 10.

Adjournment

AD moved to adjourn, KF seconded, all in favor. Meeting was adjourned at 9:22 p.m.

Materials Distributed

- Meeting agenda
- January 2015 meeting minutes
- February 2015 Director's Report
- Cooperative Network chart draft
- Fact sheet for Friends and Foundations (source: Association of Library Trustees, Advocates, Friends and Foundations)
- 2014 Annual Report
- FY16 Budget Narrative
- Board of Trustees contact information